**Address Change for Substitute**

* Visit: [www.sausd.us](http://www.sausd.us)
	+ Under **Divisions**, select **Human Resources**
	+ Select: **Substitute Address Change**
	+ Click on:
* Your log-in for will be as follows:

**Username:** 6-digit Employee ID #

**Password:** welcome

**\*\*Having problems? Contact Tu Nguyen at (714) 480-4722 or x74722\*\***

* Once logged intoyou will select the following link:

[SAUSD Employee Online Service](http://prodapp.sausd.us:8000/pls/PROD/OracleNavigate.Responsibility?P=4724940&D=5001&S=0&tab_context_flag=OFF&M=9999)

* Then select:

[Personal Information](http://prodapp.sausd.us:8000/OA_HTML/RF.jsp?function_id=10074&resp_id=51391&resp_appl_id=800&security_group_id=0&lang_code=US&params=l8CEmuFUUdE5oI5PQNCdnxb18e2TCOWGa9nLY9n0Mvg&oas=n8C83gSl40zHar1zX3RQ2g..)

There you will be able to **Update** your Phone Number & Address

* Select **Update** for the information you would like to update
* Type in corrected information
* Select: **Next**
* Review changes
* Select: **Submit**
* Select: **Return to Overview**
* Confirm all changes made are correct
* Log-out